

**Job Title: Recording Clerk**

Department/Division:	County Clerk's Office	Range:	12
Salary:	\$12.1562/hr. - \$18.8943/hr.		
Position Status:	Full-Time/ Classified		
FLSA Status:	Covered		
Closing Date:	July 29, 2021		
Job #:	7-2021-014		

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under the general supervision of the County Clerk and Chief Deputy Clerk; and the direct supervision of the Clerk's Office Manager or Records Manager; records, scans, digitizes, indexes, and performs informal records searches.

Essential Job Functions:

- Reviews documents ensuring that all necessary signatures and information is provided;
- Records and indexes in the appropriate format and in the proper order;
- Provides prompt and courteous services for the public, including: issuing marriage licenses, conducting informal real estate and legal document searches; duplicates documents, and answers inquiries from the public, abstractors, lawyers, surveyors and banks;
- Ensures compliance with the provisions of New Mexico statutes and codes as they relate to recording and management of public records;
- Works with procurement staff in budget and contracts as it relates to public records and research;
- Promptly responds to e-recordings, telephone calls, written communications, and email; answers the telephone promptly, transfers calls and takes messages;
- Collects money for services rendered, provides receipts, and balances on a daily basis; types correspondence and information onto documents; and prepares billing statements to title companies;

- Cross-trains in comparable duties and performs administrative functions and tasks throughout the County Clerk's Office to include the Bureau of Elections, Recording, and Records Divisions; collects ballot boxes and assists poll workers;
- Other comparable duties may be assigned during peak election activities.
- Training others is required.

Knowledge / Skills:

- Some knowledge of office procedures and practices and the functions of public service offices; including the keeping of records and the preparation of correspondence, of basic office equipment, including computers, word-processing software and spreadsheets; of filing systems; and of basic arithmetic;
- Must have strong customer service skills and the ability to work under stressful circumstances in dealing with the public and co-workers;
- Courteous, prompt, and clear communication skills both verbal and written are necessary;
- Ability to follow verbal and written instructions;
- Ability to work independently or with others, maintaining a professional attitude with the public, co-workers and County officials;
- Knowledge of office procedures and equipment including basic office machinery and word processing programs;
- Ability to meet deadlines and performance metrics.

Minimum Qualifications:

- High school diploma or equivalent and;
- Any combination of college education and/or work experience in an office and/or retail experience totaling three (3) years.

Working Conditions:

Work is generally performed in an office setting, warehouse and in the field, in varied weather conditions with occasional duties in the evening and on weekends during peak recording, records, and election cycles. Manual and finger dexterity required. May be subject to CRT's, VDT's and UV rays. May be required to lift or push up to 50 lbs. Travel time may be required. Training others is required.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and

maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.

Updated 2/17/2021